

Clerical and Office Branch
Typist, Stenographic and Secretarial Group
Secretary Series

SECRETARY II

09/91

Summary

Under general supervision, performs responsible secretarial, clerical and office management duties; performs related duties as required.

Typical Duties

Types memoranda, correspondence, reports, forms and related materials from rough copy, sound recordings or other sources; takes and transcribes dictation and minutes; composes routine correspondence for supervisor's signature; composes and mails responses to public inquiries and complaints; follows up on inquiries and complaints to ensure timely responses; screens and distributes departmental mail.

Prepares and maintains records of departmental employees; maintains time and attendance records and prepares department payroll; establishes and maintains files and records; accepts payments, permits or applications and keeps related records; reviews documents for accuracy and completeness and corrects errors or brings to the attention of appropriate personnel; compiles information for reports; maintains balances on budget accounts, inventory lists and related records.

Greets visitors and provides information or refers to appropriate person; takes and relays messages, information and instructions to designated personnel; schedules appointments for supervisor or other staff; arranges travel itineraries and reservations for department staff; arranges time and place of board, committee and staff meetings and notifies interested parties; prepares, posts and distributes agenda and related materials; takes/transcribes minutes of board, committee and staff meetings.

May train, supervise, review and evaluate the work of assigned personnel; coordinates clerical activities as assigned; supervises and operates electronic office equipment including typewriters, word processing and computerized input and retrieval system.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and three years of progressively responsible secretarial experience; or an equivalent combination of education and experience.

Knowledge, Abilities and Skills: Considerable knowledge of office practices and procedures; considerable knowledge of English, spelling and punctuation; good knowledge of the use and care of electronic office equipment; good knowledge of the methods and techniques of public contact.

Ability to compose correspondence; ability to type at sixty (60) words per minute; ability to locate, compile and organize information; ability to tactfully and courteously provide information; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to establish and maintain filing systems; ability to plan and complete work without close supervision; ability to perform arithmetic calculations; ability to supervise, train and evaluate the work of assigned personnel; ability to maintain accurate records; ability to check documents for accuracy and completeness; ability to express oneself clearly and concisely, orally and in writing; ability to explain policies, procedures, rules and regulations.

Skill in the use and care of office equipment.

Physical Requirements: Mobility within an office environment.

Director of Personnel

Department Head